

ADMINISTRATIVE - INTERNAL USE ONLY

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22 SEP 1973

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Management and Services  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Deputy to the DCI for the  
Intelligence Community  
General Counsel  
Legislative Counsel  
Inspector General  
Director of National Estimates  
Executive Secretary

SUBJECT : Annual Personnel Plan

1. Each operating component of the Agency was directed to submit their Annual Personnel Plans (APP) to their Directorate by 1 September 1973. It is essential that the declarations made by operating components in the APP are monitored so that accomplishments may be noted and the personnel objectives of the Agency may be met. It is also desirable that the contents of the individual plans be consolidated and that the Management Committee be briefed on the totality of the personnel goals contained in individual APP's.

2. The Director of Personnel is charged with the responsibility of working with the Directorates and assisting them in their accomplishment of the stated goals. I am also charging the Director of Personnel with the responsibility of compiling a total Agency Annual Personnel Plan for presentation to the Management Committee. The Directorates, as well as the Executive Secretary on behalf of the Independent Offices, will submit to the Director of Personnel by 1 October a copy of the Annual Personnel Plans for all components.

/s/ W. H. Colby

W. H. Colby  
Director

cc: AD/DCI  
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ORIGINATOR:

Director of Personnel

/s/ John F. Blake

20 SEP 1973

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